The Fourth Biennial Arabic Language Teaching and Learning in Higher Education Conference

## FAQs

Where is the conference taking place? -Cripps Court Conference Centre, 1-3 Chesterton Road, Arbury, Cambridge, CB4 3AD

Can I register and buy a ticket at the event? -No, as we need to know numbers in advance in order to plan food and dietary requirements. Registration closes at midnight on March 28<sup>th</sup>.

I can't pay by credit card; is there an alternate payment method? -Sorry, we only accept online payments.

I have special accessibility needs/dietary requirements; can you accommodate me? -The venue is fully accessible for physically impaired attendees and is guide-dog friendly. If you have any disabilities then please send us an email in advance so we can give guidance and make arrangements if necessary.

-If you have dietary needs then let us know during your registration process so we can cater for you safely.

How do I book my sessions? If I booked the wrong session; can I change my booking? -Use the <u>online session booking form</u>. If you want to change your session then use the online form to remove your previous choice and select the new one. We are not strict about session booking but do use the figures to choose the right size of room for each one so accurate information from you helps things to run smoothly.

Where can I find information about the event agenda and schedule? -The agenda/schedule is in your delegate pack in printed form and is also available <u>on our</u> <u>website</u>.

Is there preferred or recommended accommodation? -No. Cambridge has a <u>variety of accommodation options</u> but we recommend that you book early as Cambridge gets booked up with tourists from Spring onwards.

What parking arrangements are available at the venue? -There is no car-parking available within the venue. There is some short-term on-street parking - otherwise you should choose accommodation that includes parking.

What is the best way to get to the event from my accommodation? -Cambridge is very small so you may find that you can easily walk. If not then most bus services run into the central bus station at Drummer street and Cripps Court is ten minutes' walk from there. You could also use one of the red e-scooters supplied by Voi. These activate from an app using your credit card and are found on many street corners. The biggest local taxi firm is 'Panther' on 01223 715715. Where do I go to check in? -Check in will be in the front hall at the venue. You can check in at any time during the day.

Where is the keynote/my next session/the exhibition hall located? -The location of each session will be available on the main notice board in the foyer, on the signage outside each meeting room and online in the agenda/schedule.

If I lose my ticket, where can I get a replacement? -Go to the check-in desk in the foyer and show proof of id or booking.

Is there an event app? -We don't have an app but you can download the programme and this FAQ from the <u>website</u>.

Are there breakout sessions? Where can I find information about them? -We aren't running breakout sessions at the conference. The venue does have plenty of space for ad-hoc meetings and networking.